

# LONG ASHTON PARISH COUNCIL

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www.longashtonparishcouncil.com



Please continue on (a) separate sheet(s) if necessary

## APPLICATION FORM

Position applied for Clerk to the Parish Council

Full Name -----

Address -----  
-----

Postcode -----

Telephone: -----

Email: -----

## Present or most recent employment

Position -----

Employer -----

Address -----  
-----

Tel/email -----  
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Notice period (if relevant) -----

Dates started/left (if relevant) -----

Reason for leaving -----  
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No approach will be made to your present employer without your permission

**Please give us the name and contact details (including an email address if you have one) for two Referees** (A referee should have known you for at least two years and it would be helpful if one of them has known you in a work related way.)

(1) -----

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(2) -----

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**Referees will not be approached until after interviews have taken place.**

**Education and Training**

School/College/Universities attended and qualifications obtained.

Other relevant training or qualifications

## Employment History

Please list your main roles (other than your most recent employment) – there is no need to list temporary or casual employment unless you think it is relevant.

Employer	Role	Dates employed	Reason for leaving

## **Employment Experience**

Please tell us about roles you have undertaken in paid or voluntary positions, what they involved and the skills you used and/or learned.

**This Role**

Please tell us what has attracted you to this post and how your experience and skills make it a suitable role for you. In answering this question you should refer to the person specification and job description and use examples to illustrate your suitability.

Do you consider yourself to have a disability? YES/NO

If you have a disability please tell us about any adjustments we may need to make to assist you at interview.

Have you ever been convicted of a criminal offence? YES/NO

(This does not apply to any convictions which are spent under the Rehabilitation of Offenders Act 1974.) If Yes please give details.

Are you free to remain and take up employment in the UK with no current immigration restrictions? YES/NO

Do you hold a full, clean driving licence valid in the UK? YES/NO

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

*I understand that by submitting this application, under the General Data Protection Regulation, the information contained in this form will be processed by Long Ashton Parish Council in line with its Data Management Policy and will be stored in paper and digital format, fairly and lawfully and will not be disclosed to any third parties or used for any purposes other than in the processing of the application. I understand that Long Ashton Parish Council will retain this information in line with their Data Management Policy.*

Signature.....Date.....

Return the completed form by email to [clerk@longashtonparishcouncil.com](mailto:clerk@longashtonparishcouncil.com)